

AN ORDINANCE AMENDING CHAPTER 2.160
INFORMATION TECHNOLOGY
OF THE EVANSVILLE MUNICIPAL CODE

WHEREAS, the Common Council of the City of Evansville, Indiana, finds it desirable to amend the Information Technology governing structure by creating an Information Technology Board.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Common Council of the City of Evansville, Indiana, that Chapter 2.160 of the Evansville Municipal Code is hereby amended as follows.

CHAPTER 2.160 OF THE EVANSVILLE MUNICIPAL CODE is hereby amended by inserting the words underlined and deleting the words stricken through as follows:

Chapter 2.160 INFORMATION TECHNOLOGY

Sections:

- 2.160.010 Information technology governance structure – Purpose.
- 2.160.020 Definitions.
- 2.160.030 Joint Information Technology Department (JITD).
- 2.160.040 Information Technology Advisory Council.
- 2.160.050 Chief Information Officer (CIO).
- 2.160.060 Functional subcommittee groups.
- 2.160.070 Change management.
- 2.160.080 Standardized addressing for official records for all City and County agencies, departments and elected offices.

2.160.010 Information technology governance structure – Purpose.

(A) The purpose of this chapter is to establish direction as it applies to joint resources of the City and County regarding IT Information Technology, ~~and to provide a forum for input by establishing an Information Technology Advisory Council (ITAC) to assist the Chief Information Officer (CIO) by reviewing and making recommendations relating IT matters.~~

(B) To establish an IT Board to ensure enterprise-wide connectivity, compatibility and integration of information technology and the cost effective provisions of high quality information systems and services.

(C) To provide a forum for input by establishing an Information Technology Advisory Council (ITAC) to assist the Chief Information Officer (CIO) and the IT Board (Board) by reviewing and making recommendations relating to IT matters.

(BD) This chapter recognizes that the courts, office holders and departments have the right and duty to develop IT plans for fulfilling their respective duties as required by law. This will include,

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but not be limited to, requests for funding by the City or the County, as appropriate, and this chapter recognizes that standards aid in management and cost control of the IT environment.

(EE) This chapter recognizes that security is of utmost importance and that it is paramount that IT projects connecting to enterprise resources (whether acquired with City funds, County funds or individual funds such as slush funds of the courts, office holders or departments) and their components and design shall be fully disclosed to and reviewed by the Joint Information Technology Department (JITD) and the Board. This review is not intended to prevent the courts, office holders or departments from moving forward with any project(s), but rather to ensure that enterprise security is highly monitored and accommodated in moving forward with any such project(s). [Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.151.]

2.160.020 Definitions.

For the purposes of this chapter, the following words, acronyms, and/or phrases shall have the following meaning unless the context clearly indicates otherwise:

“Appointee” shall mean any person(s) appointed from within a designated group to represent that group as a whole and any person(s) appointed to represent any individual(s) or entity(ies).

“Board” shall mean the Information Technology Board.

“Chief Information Officer” shall mean the top-level IT appointee of the Mayor and County Commissioners.

“City” shall mean the City of Evansville, Indiana.

“Contract Administrator” shall mean the Mayor and County Commissioners and/or their appointee who shall have specific input and direction into how resources of any IT contract(s) is/are managed.

“County” shall mean Vanderburgh County, Indiana.

“Courts” shall mean the Circuit Court and the Superior Courts of Vanderburgh County, Indiana.

“Dedicated” shall mean resources and efforts paid for and/or used by one or more of the courts, office holders or departments.

“Departments” shall mean any department or board of the City or the County.

“Enterprise” shall mean the organization of IT resources used to perform the group(s) of tasks required to support the delivery of IT and non-IT services to the City, the County, the courts, the office holders and the departments.

“Functional subcommittee group(s)” shall mean a grouping of two or more of the courts, office holders or departments or the appointees.

“IT” shall mean information technology.

“ITAC” shall mean Information Technology Advisory Council.

"ITGS" shall mean Information Technology Governance Structure.

"JITD" shall mean the Joint Information Technology Department (JITD) of the City and the County.

"Joint resources" shall mean collective resources and efforts paid for and/or used by the City of Evansville and Vanderburgh County.

"Judge" shall mean the judge or his/her appointee selected by the courts to represent the courts regarding IT matters.

"Office holder(s)" shall mean any individual holding elective office in the City or the County. [Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.152.]

2.160.030 Information Technology Board.

(A) To ensure enterprise-wide connectivity, compatibility and integration of information technology and cost effective provision of quality information systems and services, there is hereby created the Information Technology Board, which shall consist of seven (7) members. The following appointees shall be appointed for a period of two years as follows:

(1) Two (2) persons shall be appointed by the Mayor to serve at the pleasure of the Mayor.

(2) Two (2) persons shall be appointed by the Common Council to serve at the pleasure of the Common Council.

(3) One (1) person shall be appointed by the County Commissioners to serve at the pleasure of the County Commissioners.

(4) One (1) person shall be appointed by the County Council to serve at the pleasure of the County Council.

(5) One (1) person shall be appointed by the Judiciary to serve at the pleasure of the Judiciary.

(B) Each of the Information Technology Board's appointees must have demonstrated a substantial level of expertise in information technology, finance, or be an attorney. At least (1) of the Mayor's appointees and at least one (1) of the Common Council's appointees shall have demonstrated a high level of information technology expertise.

(C) Those appointed by the County Commissioners, County Council or the Judiciary must reside within Vanderburgh County and those appointed by the Mayor or the Common Council must reside within the City of Evansville.

(D) Board members shall serve in person and not by proxy, and without compensation, except that personal expenses incurred through service to the board, travel, lodging and fees may be reimbursed to the board member upon authorization of the board.

2.160.040 Powers and duties.

(A) The Board shall have the following powers and duties:

(1) Establish and revise information technology guidelines, standards and benchmark processes;

(2) Establish and maintain procedures for the technology related planning, approval and quality review of information technology operations and initiatives;

(3) To review, approve and administer IT contracts;

(4) To review and make recommendations concerning all information budgets, and approve all operating systems, contracts and expenditures for IT services, equipment purchase, rent or lease, consultants, management or technical personnel, studies, programs and IT materials or supplies for any and all users;

(5) To conduct studies and evaluations of any and all IT needs and current systems operations of users;

(6) To contract for technical and specialized assistance in administering its duties;

(7) To require annual IT service plans and resources inventories from all users;

(8) To develop, maintain and communicate IT services policy and administrative procedures for users and an IT services master plan for users;

(9) To employ, or retain by personal services contract, a chief information officer, who shall have such duties as established herein, to serve at the pleasure of the Board;

(10) To promulgate rules and regulations for the efficient administration of its policies and procedures for users;

(11) To develop and oversee adherence to standards for security and confidentiality of all data, information and telecommunication systems, including backup/recovery plans;

(12) To promptly respond to any inquiries by the Administration or members of the Common Council and the chairman of the Board or his/her designee shall appear before the Council upon request.

2.160.050 Officers; quorum; meetings.

(A) The officers of the Board shall be a chairperson and a secretary. The chairperson and the secretary shall be elected by the Board. All contracts, agreements, resolutions and official communications of the Board shall be in writing and be executed by these officers upon being authorized by motion passed by the Board by simple majority of its members present.

(B) A quorum of the Board for official action in session shall be three (3) members. Official minutes of meeting shall be kept by the secretary.

(C) The Board shall meet monthly at such place and time as may be set by the chairperson, and may meet at such other times and places as may be needed in special session called by the chairperson for a particular purpose. All meetings, whether regular or special, shall be open to the

public. No official action may be taken by the Board except at a public meeting, whether regular or special. Board members may confer from time to time in executive session without necessity of calling a public meeting as applicable by law.

~~2.160.030~~ 2.160.060 Joint Information Technology Department (JITD).

(A) There is created within the administrative departments of the City and the County a Joint Information Technology Department (JITD). The JITD and its resources will be managed by the CIO. The City and the County shall cooperate together in providing office space for the JITD and the resources it manages.

(B) The JITD will manage enterprise resources and will be staffed by the City and/or County employees and employees of vendors or services with which the ~~City and County Board~~ may contract for provision of services to the enterprise. All members of such staff will act at all times in the best interest of the City, the County, the courts, the office holders and the department regarding the enterprise and enterprise resources. [Ord. G-2008-8, passed 3-18-08; Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.153(A).]

~~2.160.040~~ 2.160.070 Information Technology Advisory Council.

(A) There is created an Information Technology Advisory Council (ITAC) for providing input regarding the enterprise and enterprise resources and to serve as a forum through which the courts, office holders and departments may present their respective IT projects, needs for IT services and concerns regarding any thereof. In addition, the ITAC will assist the CIO and the Board through the making of recommendations regarding the management of the enterprise and enterprise resources. The responsibilities of the ITAC shall include, but are not limited to, the following:

- (1) Reviewing and making recommendations in connection with support levels for the enterprise and enterprise resources.
- (2) Reviewing and making recommendations relating to the budget of JITD prior to the presentation thereof to the appropriate City and/or County funding bodies.
- (3) Reviewing and making recommendations regarding nonbudgeted expenditures for enterprise resources.
- (4) Reviewing and making recommendations to assist with the prioritization of approved and funded projects that require JITD resources.
- (5) Reviewing and making recommendations for modifications, additions or changes to established standards for use of enterprise resources.
- (6) Reviewing and making recommendations as to requests for proposals, bids, etc., if requiring funds expected to be appropriated for use by the JITD, prior to presentation of such requests to the appropriate funding bodies.
- (7) Reviewing and making recommendations regarding governmental and nongovernmental network access requests and/or connections.
- (8) Establishing any functional subcommittee group(s) on an as-needed basis.

(9) Reviewing and making recommendations regarding issues and recommendations from the functional subcommittees.

(10) Reviewing and making recommendations regarding change management policy and procedures.

(11) Reviewing and making recommendations on the establishment of standards for deployment and use of enterprise resources.

(12) Reviewing and making recommendations relative to processes to be followed in the making of requests for enterprise resources by the City, the County, the courts, the office holders and the departments.

(13) Reviewing and making recommendations regarding the establishment of an annual work plan (AWP) and information-gathering procedures required to annually update the AWP.

(14) Reviewing and making recommendations regarding the establishment of a long-term strategic plan and information-gathering procedures required to annually update the long-term strategic plan.

(15) Reviewing and making recommendations regarding a disaster recovery plan.

(16) Reviewing and making recommendations regarding asset management policies for enterprise resources.

(17) Reviewing and making recommendations regarding policies and procedures for the enterprise and the use of enterprise resources.

(18) Reviewing and making recommendations regarding staffing levels for the JITD.

(19) Reviewing and making recommendations on other matters brought to the ITAC concerning the enterprise and the use of enterprise resources.

(20) For purposes of security, any access to the enterprise via any type of connection either permanently or temporarily by an agency, entity or organization that is not specifically a department must be approved by the ITAC and the Board in advance.

(B) In the course of conducting its reviews and making its recommendation, the ITAC shall consider, at a minimum, the following:

(1) Does any requested contract or purchase meet the compliance standards recommended by the ITAC? If not, how will deviations be handled by the City or the County? Deviations shall be designated as either recommended or not recommended.

(2) What is the criteria for upgrading a standard? For example, how often will microcomputer standards be adjusted? What factors will determine the decision to proceed with an upgrade adjustment? Same with software?

(3) What are the total costs of any requested contract or purchase? Include at least initial purchase cost, ongoing annual maintenance costs, long-term impact costs on the enterprise

and long-term impact costs in IT manpower needs. For example, will enterprise resources require expansion due to the request; will additional manpower be required to address issues of installation or maintenance of the request?

(4) What is the impact of any new contract or purchase in terms of coordination with other requests in the request queue? How does any new request impact the enterprise and enterprise resources in conjunction with other requests being considered? What are the total costs of any request when looked at in conjunction with other requests to come online at approximately the same time?

(5) If a request is for a microcomputer, what is the total cost impact of the request when combined with all other projected annual requests? For example, what effect will the purchase of the annually projected microcomputers and peripherals have on the enterprise and enterprise resources?

(6) What are the benefits of any request? What current costs will be abated based on such request? How will the general public be better served as a result of such request?

(C) The ITAC shall be composed of 28 members, as follows:

- (1) Mayor or appointee.
- (2) Appointee of Mayor.
- (3) County Commissioner or appointee.
- (4) City Council member or appointee.
- (5) County Council member or appointee.
- (6) Chairman of the Board or appointee.
- ~~(6)~~ Judge of Superior Court of Vanderburgh County or appointee.
- ~~(7)~~ County Assessor or appointee.
- ~~(8)~~ County Clerk or appointee.
- ~~(9)~~10 Prosecutor or appointee.
- ~~(10)~~11 County Recorder or appointee.
- ~~(11)~~12 County Sheriff or appointee.
- ~~(12)~~13 County Treasurer or appointee.
- ~~(13)~~14 County Auditor or appointee.
- ~~(14)~~15 County Coroner or appointee.

(~~45~~16) County Surveyor or appointee.

(~~46~~17) Police Chief or appointee.

(~~47~~18) Fire Chief or appointee.

(~~48~~19) City Controller or appointee.

(~~49~~20) Director of Transportation and Services or appointee.

(~~20~~21) City Clerk or appointee.

(~~21~~22) Director of Department of Metropolitan Development or appointee.

(~~22~~23) City Building Commissioner or appointee.

(~~23~~24) Evansville Water and Sewer General Manager or appointee.

(~~24~~25) Director of Parks and Recreation or appointee.

(~~25~~26) City Engineer or appointee.

(~~26~~27) Judge of Circuit Court of Vanderburgh County or appointee.

(~~27~~28) Director of Joint City/County Purchasing Department or appointee.

(~~28~~29) Executive Director of Vanderburgh County Health Department or appointee.

Provided, however, that, except in the case of subsection (C)(2) of this section (appointee of the Mayor), who may not name an appointee to represent him or her, if any named member wishes to be at times represented by such named member's appointee, such named member shall provide written notice of the name of such appointee to the ITAC prior to the meeting at which any such appointee is to act for the named member. In any case where an appointee is so designated in writing, then either the named member or such appointee (but not both of them) shall be entitled to act as a voting member at any meeting of the ITAC until the written notice of the name of such appointee shall be similarly rescinded in writing or a new appointee is named by a named member.

(D) All members will serve without compensation and their respective terms of service shall be coterminous with their respective terms of office or the terms of office of those making appointments.

(E) The ITAC shall meet no less frequently than monthly and in addition at special meetings which may be called by the Mayor, the County Commissioners, the Board, the CIO or any five members of the ITAC. The first monthly meeting of the ITAC shall be held one month from the date that the later of this chapter or the identical City ordinance becomes effective, and, at that meeting, the ITAC shall set a definite date for monthly meetings throughout the calendar year in which the ordinance codified in this chapter becomes effective. Thereafter, at each January meeting of the ITAC, it shall set definite dates for meetings for the year in which that January meeting occurs. The meetings of the ITAC are subject to the Indiana Public Meetings Open Door Policy (IC 5-14-1.5).

(F) The first meeting of the ITAC following the date that the later of this chapter or the identical City ordinance becomes effective and the January meeting of the ITAC in each calendar year thereafter shall be the annual meeting. At that meeting, a president, vice-president, and secretary of the ITAC will be elected by a majority vote of the ITAC members attending such meeting if at least a quorum of members is present. Officers elected at the annual meeting immediately following the adoption of the ordinance codified in this chapter shall serve through the end of the year in which they were elected, and thereafter such officers shall serve for terms of one calendar year or until a replacement is duly elected.

(G) The quorum for all meetings of the ITAC is initially set at 13 members. At any annual meeting of the ITAC, the members of the ITAC may vote to increase, but may not decrease, the quorum number. A majority vote of members of the ITAC present at any meeting of the ITAC for which a quorum of members is present shall be required to approve any recommendation upon which a vote is being taken.

(H) It is recognized that, in large measure, the success of the ITAC in meeting its goals and objectives will require maximum attendance by members of the ITAC. In further recognition of the fact that not all members of the ITAC will be available to attend each meeting of the ITAC, on not more than three occasions of meetings of the ITAC, a member of the ITAC may send a substitute to a meeting of the ITAC, which substituting individual shall have a letter from the member of the ITAC who is unable to attend indicating that the substituted individual is authorized to vote for the nonattending member of the ITAC at such meeting.

(I) The president will chair the meetings of the ITAC and sign all official documents of the ITAC. In addition, and without limiting the right of any ITAC member to individually contact the Board members or the CIO, or the Board members or the CIO to contact any individual member of the ITAC, the president shall serve as the liaison between the ITAC, the Board and the CIO.

(J) The vice-president will fulfill the duties of the president in the absence of the president.

(K) The secretary of the ITAC will cooperate with the president, the Board and the CIO in creating and distributing an agenda for each monthly meeting or any special meeting of the ITAC and will record the minutes of each such meeting for presentation for approval at the next subsequent meeting of the ITAC. [Ord. G-2006-25, passed 11-29-06; Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.153(B).]

2.160.050 2.160.080 Chief Information Officer (CIO).

(A) There is created the position of Chief Information Officer (CIO). The Board shall employ or retain by personal services contract a Chief Information Officer who will have such duties as established herein, to server at the pleasure of the Board. which will be held by a City and/or County employee who will be appointed by the Mayor and the Commissioners of Vanderburgh County and who will report to the Mayor and the Commissioners of Vanderburgh County.

(B) The CIO will be charged with the responsibility to develop, manage and maintain the enterprise and the enterprise resources, to provide administrative support to the City, the County, the courts and the departments regarding all aspects of the use of enterprise resources and serve as a liaison between the Board and the City, the County, the courts, the office holders and the departments on all matters concerning IT.

(C) The responsibilities of the CIO shall include, but are not limited to, the following:

- (1) Serve as an advisor to the Board ~~Mayor and the County~~ on all matters involving IT.
- (2) Gather and present information to the Board and ITAC regarding enterprise activities and set up vendor presentations regarding the availability of new, improved or updated IT products and services.
- (3) Meet as requested with ~~members of the Board and with members of~~ ITAC regarding their evolving need for IT products and services for ultimate presentation to the Board and ITAC.
- (4) Meet as requested with the Board and ITAC to review and discuss requests of the courts, the office holders and the departments for new, updated or enhanced IT products or services and present such requests to the Board and ITAC.
- (5) Develop and maintain the enterprise vision for IT.
- (6) Monitor the enterprise and the use of enterprise resources to develop available cost-saving opportunities across the enterprise.
- (7) Manage the JITD and all enterprise resources.
- (8) Keep members of the Board, ITAC and the courts, office holders and boards apprised on a regular basis of decisions made regarding any aspect of the enterprise and the use of enterprise resources and receive and respond to the Board and ITAC members regarding such matters.
- (9) Administer agreements entered into between the Board ~~City and the County~~ with vendors of IT products and services.
- (10) Work in conjunction with the Board and members of the ITAC in developing annual and revised, updated budgets for the JITD.
- (11) Work in conjunction with the Board and members of the ITAC in developing IT standards and policies.
- (12) Work in conjunction with the Board and members of the ITAC in developing recommendations for IT investments that provide value across the enterprise.
- (13) Provide general oversight of the use of enterprise resources.
- (14) Work in conjunction with the Board and members of the ITAC in reviewing, developing and updating the annual work plan.
- (15) Work in conjunction with the Board and members of the ITAC in reviewing, developing and updating the long-term strategic plan.
- (16) Work in conjunction with the Board and members of the ITAC in reviewing, developing and updating the disaster recovery plan.

(17) Attend all scheduled meetings of the Board and of ITAC and present general monthly reports, project status reports and overall IT status reports and other reports or information as requested by the Board and ITAC. [Ord. G-2008-8, passed 3-18-08; Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.153(C).]

~~2.160.060~~ 2.160.090 Functional subcommittee groups.

(A) Functional subcommittee groups shall be appointed by the ITAC on an as-needed basis.

(B) The purpose of the functional subcommittee groups shall be to provide the courts, office holders and departments with an opportunity to make in-depth studies of various aspects of the enterprise and the use of enterprise resources and to report their respective findings to the Board, the CIO and ITAC. [Ord. G-2008-8, passed 3-18-08; Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.153(D).]

~~2.160.070~~ 2.160.100 Change management.

Change management is the process arising from the general understanding that changes in one area of the enterprise and the use of the enterprise resources can create security and/or other problems for other areas of the enterprise and the use of enterprise resources. The process gives emphasis to ensuring that the varying and diverse security requirements of the courts, the office holders and the department are met, notwithstanding a change in some other area of the enterprise. Under this process, the courts, the office holders and the department shall present their IT requests, solutions and/or changes to the JITD for appropriate security clearance. The JITD will then review all IT requests, solutions and/or changes and make suggested modifications and/or approvals at the next scheduled meeting of the ITAC. Any such request, solutions, changes or modifications must be approved by the Board after having received a recommendation from ITAC. The CIO will work closely with the Board and ITAC to encourage, develop and maintain the change management process. [Ord. G-2008-8, passed 3-18-08; Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.153(E).]

~~2.160.080~~ 2.160.110 Standardized addressing for official records for all City and County agencies, departments and elected offices.

(A) The purpose of this section is to enable all departments in the City and the County to use the same addressing standards for all official documents created and maintained by City and County government offices, agencies and departments. This database is not designed for the purpose of locating property owners or establishing mailing addresses, it is for the sole purpose of assigning an address and geographic location for every parcel, and eventually every building, located within the boundary of Vanderburgh County.

(B) Addresses shall only be assigned to parcels by the Evansville-Vanderburgh Area Plan Commission and the City Engineer. All addresses will be placed in a geographic information system (GIS) data layer to be used for quality assessment/quality control (QA/QC) for all other uses. Updates and changes to the data layer will only be accessible by ~~ITAC~~Board-approved technicians after having received a recommendation from ITAC with oversight from the Evansville-Vanderburgh Area Plan Commission staff. All fields, except "Notes," in the master address database may only be modified with the final approval of the Evansville-Vanderburgh Area Plan Commission. Parcel address data layer will be viewable by all departments and the public.

Address elements are grouped as follows:

- (1) Address number.
- (2) Directional prefix.
- (3) Street-type prefix.
- (4) Street name.
- (5) Street-type suffix.
- (6) Directional suffix.
- (7) Building, floor or unit.
- (8) XY coordinates.
- (9) Aliases – Common alternate names.
- (10) Vacant ground or having building.
- (11) Parcel ID number – Temporary.
- (12) Parcel ID number – Local.
- (13) Parcel ID number – State.
- (14) Anomaly or standard address.
- (15) Notes.

All master records will contain no abbreviations. All official documents will use only United States Postal Service (USPS) standardized abbreviations. All official documents will contain complete street addresses as designated by this document and the agencies who assign addresses to the parcels. Only the City Engineer, for and within the boundaries of the City of Evansville, and Evansville-Vanderburgh Area Plan Commission, for and outside of the boundaries of Vanderburgh County, shall assign addresses. All address corrections must be approved by the City Engineer or Evansville-Vanderburgh Area Plan Commission. The master records will use all capital letters with no punctuation.

(C) Address Elements.

(1) Address Number. The address number will be a whole integer in most cases. If a lot is divided and there is no number available to address the two new individual lots with a whole integer, they may be designated as follows:

Lot one would keep the original address number and lot two would be designated as the original address number and one-half. For example: A lot has an address of 1 Main Street and the lot next to it is addressed 3 Main Street. If 1 Main Street was divided into two lots, the first lot would be 1 Main Street and the lot between 1 Main Street and 3 Main Street

would be addressed 1-1/2 Main Street.

The lowest possible digit for an address is 1. The address numbers will be expressed as numerals (1, 2, 3, 4, 5, 6, 7, 8, 9, and 0) rather than written words. A range of addresses will be expressed as (lowest number) – (highest number) or (lowest number) through (highest number), for example 18 – 20. For “Rear of” or other descriptors see subsection (C)(7) of this section, Building, Floor or Unit.

(2) Directional Prefix. The accepted directional prefixes and the abbreviation to be used for these directional prefixes are as follows:

| | |
|-----------|----------------|
| NORTH – N | NORTHEAST – NE |
| SOUTH – S | NORTHWEST – NW |
| EAST – E | SOUTHEAST – SE |
| WEST – W | SOUTHWEST – SW |

Directional prefixes should always be abbreviated as above. There should be no space between N and E for NE and N and W for NW, etc.

(3) Street-Type Prefix. The accepted directional prefixes and the abbreviation to be used for these directional prefixes are as follows:

| | |
|---------------|-------------|
| PREFIX | ABBR |
| U.S. HIGHWAY | HWY |
| INTERSTATE | I |
| STATE ROAD | SR |

(4) Street Name. All street names will use the spelling as it appears in the official list of street names produced by the Evansville-Vanderburgh Area Plan Commission. This list is compiled from the recorded plats, which contains the recorded street names. Street names will not be abbreviated on any official City or County government documents and those with a number used as a street name will be written in alpha characters such as “First” and not “1st.” Directional words “north,” “south,” “east,” and “west” as part of the street name should never be abbreviated so that they will not be confused with directional prefixes or suffixes. All letters in all addresses will be capitalized.

(5) Street-Type Suffix. Every address shall have a street-type suffix. The current list of accepted street-type suffixes are as follows:

In all but master records, these street types can be abbreviated as follows:

| SUFFIX | ABBR | SUFFIX | ABBR |
|---------------|-------------|---------------|-------------|
| ALLEY | ALY | PATH | PATH |
| AVENUE | AVE | PLACE | PL |
| BOULEVARD | BLVD | PLAZA | PLZ |
| CIRCLE | CIR | POINT | PT |
| COURT | CT | POINTE | PTE |
| COVE | CV | ROAD | RD |
| CROSSING | XING | RUN | RUN |

| | | | |
|------------|------|---------|------|
| DRIVE | DR | SQUARE | SQ |
| EXPRESSWAY | EXPY | STREET | ST |
| HIGHWAY | HWY | TERRACE | TER |
| LANE | LN | TRAIL | TRL |
| PARKWAY | PKWY | WALK | WALK |
| PASS | PASS | WAY | WAY |

If these words or the abbreviations for these words appear as the last word in an address, they will be considered the street type and not part of the street name.

(6) Directional Suffix. The accepted directional suffixes and the abbreviation to be used for these directional suffixes are as follows:

| | |
|-----------|----------------|
| NORTH – N | NORTHEAST – NE |
| SOUTH – S | NORTHWEST – NW |
| EAST – E | SOUTHEAST – SE |
| WEST – W | SOUTHWEST – SW |

Directional suffixes shall always be abbreviated as above.

(7) Building, Floor, or Unit. Additional identifying information such as apartment, building, floor, suite, unit, room, rear of, department or other descriptors may be used as part of the address but shall follow the street-type and directional suffix (if applicable) and be separated by a space. The most common designators and their corresponding abbreviations are as follows:

| SUFFIX | ABBR |
|------------|------|
| APARTMENT | APT |
| BUILDING | BLDG |
| DEPARTMENT | DEPT |
| FLOOR | FL |
| LOT | LOT |
| REAR OF | |
| ROOM | RM |
| SUITE | STE |
| UNIT | UNIT |

(8) XY Coordinates. A point on each lot (or each building on each lot if possible) will be placed to geographically connect addresses to correct location. This will permit a more accurate location for addresses.

(9) Aliases – Common Alternate Names. The next columns on the address data layer will be reserved for aliases. These are common names of streets, etc., that may not comply with the official master address street name or modifier. This list will contain any and all known nicknames, abbreviations, etc., and will be searchable for names not found in the master list.

(10) Vacant Ground or Having Building. This “either/or” column will indicate if a structure(s) is located on the property or the land is vacant. V = Vacant, B = Building. This is not intended to be used for determining type of building or use of property.

(11) Parcel ID Number – Temporary. There are three relevant parcel ID numbers as the intent of this addressing standard is to have an address assigned to every parcel. The temporary parcel ID number is assigned by the Evansville-Vanderburgh Area Plan Commission upon recording of a parcel configuration change (subdivision, split, join, etc.).

(12) Parcel ID Number – Local. There are three relevant parcel ID numbers as the intent of this addressing standard is to have an address assigned to every parcel. When a permanent local parcel ID is assigned by the appropriate assessor's office, it will take the place of the temporary parcel ID number.

(13) Parcel ID Number – State. There are three relevant parcel ID numbers as the intent of this addressing standard is to have an address assigned to every parcel. The State parcel ID number will be assigned by the appropriate assessor's office at their respective convenience.

(14) Anomaly or Standard Address. Addresses that are out of order geographically or not in compliance with address standards contained herein will have an indicator shown in this column. Information concerning the reason for the anomaly will be contained in the notes column.

(15) Notes. Helpful additional information may be contained in the notes column. This nonsearchable field is for sharing of information that might be useful to agencies and/or the public concerning unique features or the causes of anomalies as described above.

(16) U.S. Postal Service Guidelines for Mail Delivery. USPS suggested guidelines (not required by this chapter):

- (a) All capital letters.
- (b) No punctuation.
- (c) One space between City and State.
- (d) Two spaces between State and Zip Code.

(17) Example Delivery Address:

| | |
|----------------------------|-----------------------------|
| Name or attention line: | JANE L MILLER |
| Company: | MILLER ASSOCIATES |
| Suite or apartment number: | STE 2006 |
| Delivery address: | 1960 W CHELSEA AVE STE 2006 |
| City, State, Zip Code: | ALLENTOWN PA 18104 |

[Ord. G-2008-8, passed 3-18-08; Ord. G-2006-13, passed 7-11-06. 1983 Code § 3.30.153(F).]